Subject: ApplyLA Setup (Continued) [Action Required]
From: Josh Kinoshita <jkinoshita@greatpublicschoolsnow.org>
Date: 7/24/19, 11:56 AM
To: Josh Kinoshita <jkinoshita@greatpublicschoolsnow.org>
BCC: sjain@ganasacademy.org

Hello again ApplyLA Common App participants,

Thank you to everyone has completed the Common Application Setup form that was sent out previously! For those that have completed the form, your SchoolMint Customer Service Manager should be reaching out shortly to ensure that all of the details of your setup are 100% accurate. If you have yet to complete the form, please see the instructions below.

As a next step, we are asking everyone for two more bits of information regarding Admin accounts and geographic preferences.

Please see the instructions below and reach out if you have any questions!

Updates

- **ApplyLA Fee:** Due to delays on our side with our invoicing process, we are delaying the collection of fees until at least Aug 30 (the LOI says July). Thanks to everyone for their patience.

Deliverables

The first deliverable (that most operators have already completed) is to fill out the Application Configuration survey provided as a Google Form. For your convenience, I've included a pdf version of the form so that you can see all of the questions and collect all of the relevant information before beginning the online form. **The final deadline for completing this is 7/31.** Please reach out if there are circumstances that will not allow you to complete by this time.

As mentioned above, we are also asking for additional information on Admin Accounts and (if applicable) geographic map files. See below.

Timeline	Area	What	Link
Past Due - Final Deadline: 7/31	Application Setup	Please complete the Application Setup form via the link to the right. The Common Application includes basic questions that will be asked of all families and also has the flexibility to ask questions that are specific to your school needs. This form will collect all of the data needed to successfully setup your application. If you represent a CMO where individual schools have different application questions, you may choose to submit the form multiple times OR submit a single time and use the open ended question at the end of each section to share details about the differences between schools.	https://forms.gle/2QbE8UXMY8nNsCVF9
Begin Now - Deadline: 7/31 (if applicable)	Accout Admin Creation	Please make a copy of the template to the right and share the contact information of employees that should have access to your schools in SchoolMint. Once complete, email the list directly to me. We will be able to add additional admin accounts later in the processes, but this is the most efficient way to	https://docs.google.com/spreadsheets/d/1_gdrigu3EDE6JaUNuykj5EmhWGUiM/edit?usp=sharing

		get the bulk of users in the system and will reduce the time it will take on all sides. If you are a returning ApplyLA participant, there is no need to include employees with existing ApplyLA accounts. If you have any questions or run in to any issues, please reach out.	
Begin Now - Deadline: 7/31 (if applicable)	Geographic Preferences	If your school has geographic preferences (more specific than "within LAUSD boundaries"), we will need a boundary file and a sample address that resides within the identified boundary. If you know that one of your schools has specific geographic boundaries, please reach out to me directly and either provide the relevant kml/kmz files, let me know that your school has been setup in SchoolMint previously and that they already have your geo files, or that you need additional guidance or assistance. If we do not hear from you, we are assuming that you do not need to setup programmatic geographic preference settings.	n/a
Instructions Coming Soon	School Profile Setup	School Profiles - Shortly, we will be providing a Google Form to collect programmatic and narrative information about your schools.	n/a

Please let me know if you have any questions or need support of any kind.

Best,
Josh

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Josh Kinoshita

Manager of Common Enrollment

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Attachments:

ApplyLA Application Configuration Survey.pdf 1.2 MB